

# Terms of Reference for Supply of Merchandise and Design & Printing on the Merchandise



**SHOW ME YOUR NUMBER HIV PREVENTION PROJECT NPC  
& ACCESS CHAPTER 2**

**Effective Date: 01 November 2023**

**End Date: 30 November 2023**

## 1. INTRODUCTION

Show Me Your Number HIV Prevention Project (SMYN) and Access Chapter 2 (AC2) have been appointed separately to coordinate the SANAC CSF Waves Project. To this end, SMYN and AC2 are each seeking to appoint a Branding Service Provider to supply various merchandise as outlined in ANNEXURE A (details of the products required) and ANNEXURE B (illustration of the products required) to fulfil the requirements of this project. This document outlines the Terms of Reference (ToR) for Branding Service Provider(s) to be appointed in this regard.

## 2. ABOUT THE SANAC CSF WAVES PROJECT

This intervention, led by SANAC CSF will implement communications & social mobilisation activities through a human rights lens under the theme linked to 30 years of the Human Rights Charter: COMMUNITIES MATTER The focus for the Waves Communications Campaign is organised around World AIDS Day and has a complimentary focus of social mobilisation and community engagement leading up to World AIDS Day on 1 December and some activations after.

The campaign is also rooted in the 16 Days of Activism for no VAW and Children and implementors will draw on activities highlighting key calendar days between 25 November and 10 December to undertake media activities.

3 Pillars through which to drive advocacy activities and package key messages under our Community-Based Measures as overarching. Approach This principle will be driven through the implementation of three pillars as part of the waves project:

1. National Communications Campaign
2. Leaders-as-Ambassadors
3. Meaningful engagement of sectors through Media & Communications Officers

## 3. BACKGROUND

3.1 The service provider is being commissioned to supply various branding materials as outlined in ANNEXURE A and ANNEXURE B.

## 4. BACKGROUND ABOUT THE SMYN & AC2

SHOW ME YOUR NUMBER HIV PREVENTION PROJECT (SMYN)	ACCESS CHAPTER 2 (AC2)
<p>Show Me Your Number HIV Prevention NPC is non-profit company established in 2010 with the aim to</p> <ul style="list-style-type: none"> <li>• To use Sport, Arts &amp; Culture platforms to contribute towards eradication of HIV.</li> <li>• To promote Sport, Arts &amp; Culture as tools for social cohesion</li> <li>• To raise consciousness and increase the number of men undergoing HIV Counselling and Testing and Male Medical Circumcision</li> <li>• To promote and showcase the public commitment of sport, arts &amp; culture personalities in the fight against HIV and promotion of social cohesion.</li> <li>• To Advocate for a positive public image of Sport, Arts &amp; Culture in nation building.</li> </ul> <p><b>VISION</b> Show Me Your Number HIV Prevention NPC works to create a healthy society that is HIV-Free.</p> <p><b>MISSION</b> Show Me Your Number HIV Prevention NPC exists to help eradicate HIV infections by using Sports, Arts and Culture as a vehicle for advocacy and raising awareness.</p> <p><b>VALUES</b> Show Me Your Number HIV Prevention NPC is fully committed in the following values as a strong tool that will assist in creating a healthy</p>	<p>The name Access Chapter 2 (AC2) is based on the South African Institution – the Bill of Rights: Chapter. AC2 was first registered as a Section 21 Non-Profit Company (NPC) under the Companies Act 2008, then later as a Non-Profit Organisation (NPO) and Public Benefit Organisation (PBO).</p> <p>AC2 was initiated to promoting the human rights and empowerment of women and girls, and LGBTI+ people (Lesbian, Gay, Bisexual, Transgender and Intersex) in all their diversities, facilitate participation of civil society organisations at a local, national, regional and international level by creating space and coordinating platforms for engagement on governance, policy and accountability processes and by developing innovative and active empowerment for transformation knowledge for community systems strengthening and build solidarity within civil society and other various sectors.</p> <p><b>VISION</b> A world where LGBTI+ people in their diversity have equal access to human rights.</p> <p><b>MISSION</b> AC2 works to improve the rights of women and LGBTI+ people locally, regionally and globally. Access Chapter 2 will achieve this through the values of ubuntu, informing public policy, fostering change and promoting human rights and inclusion through provision of direct services, legal support and advocacy, education, research and community engagement.</p>

society that is HIV free: <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Openness</li> <li>• Commitment</li> <li>• Integrity</li> <li>• Collaboration</li> <li>• Sustainability</li> </ul>	
Show Me Your Number operates and is located at: Office 201, 2nd Floor, 108 Fox Street House, Gandhi Square, Marshalltown, Johannesburg, 2001	Access Chapter 2 operates and is located at: 1st Floor JSL Towers, 255 Pretorius Street, Pretoria Central, Pretoria, 0001

- This TOR is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.
- Show Me Your Number and Access Chapter 2 are each individually inviting quotations from potential service providers for the services described below in terms of ANNEXURE A & ANNEXURE B:

## **ANNEXURE A:**

### **SUPPLY OF MERCHANDISE & DESIGN & PRINTING OF THE MERCHANDISE**

QTY	DESCRIPTION
200	T-shirt with screen printing of logo
200	Golf shirts with screen printing of logo
200	Hoodie with screen printing of logo
200	Backpack with embroidery of logo
200	Notepad with laser printing of logo
200	Pen with laser printing of logo
200	Cap with embroidery of logo
200	Bucket hat with embroidery of logo

## **ANNEXURE B:**

ILLUSTRATION OF THE MERCHANDISE WITH DESIGN ELEMENTS FOR PRINTING IN THE MERCHANDISE



T-Shirt



Hoodie



Bucket hat



Cap



**Backpack**



**Golf Shirt**



**Notepad**



**Pen**

4.1 TERMS OF REFERENCE QUOTATION SUBMISSION TO SHOW ME YOUR NUMBER	4.2 TERMS OF REFERENCE QUOTATION SUBMISSION TO ACCESS CHAPTER 2
4.1.1 TOR documents must be emailed to <a href="mailto:procurement@showmeyournumber.org.za">procurement@showmeyournumber.org.za</a> 4.1.2 Quotations will only be considered if received by the Show Me Your Number HIV NPC on or before the closing date and time. 4.1.3 Date to submit the Quotes is <b>20 November 2023</b> 4.1.4 Late submissions will not be accepted.	4.2.1 TOR documents must be emailed to <a href="mailto:finance@ac2.org.za">finance@ac2.org.za</a> 4.2.2 Quotations will only be considered if received by the Show Me Your Number HIV NPC on or before the closing date and time. 4.2.3 Date to submit the Quotes is <b>20 November 2023</b> 4.2.4 Late submissions will not be accepted.
<b>REQUEST FOR QUOTATIONS RULES</b> <ul style="list-style-type: none"> <li>• The following rules will apply for this Quotation:               <ul style="list-style-type: none"> <li>✓ Price(s) quoted shall be valid for a period of 30 days from the closing date and time this TOR.</li> <li>✓ Only an official order form issued by the Finance Department or Finance &amp; Administration Manager will bind the Show Me Your Number HIV Prevention Project NPC.</li> </ul> </li> </ul>	<b>REQUEST FOR QUOTATIONS RULES</b> <ul style="list-style-type: none"> <li>• The following rules will apply for this Quotation:               <ul style="list-style-type: none"> <li>✓ Price(s) quoted shall be valid for a period of 30 days from the closing date and time this TOR.</li> <li>✓ Only an official order form issued by the Finance Department or Finance &amp; Administration Manager will bind the Access Chapter 2</li> </ul> </li> </ul>

## 5. SCOPE OF WORK

5.1 The appointed service provider is required to use the following template to submit their quotation as the quantities outlined below will form the scope of work for SMYN and for AC2 (these are 2 separate contracts that each organization will enter into with the successful service provider)

QUANTITY	DESCRIPTION OF THE PRODUCT	UNIT PRICE (EXCLUDING VAT)	TOTAL (EXCLUDING VAT)
200	T-shirt with screen printing of logo		
200	Golf shirts with screen printing of logo		
200	Hoodie with screen printing of logo		
200	Backpack with embroidery of logo		
200	Notepad with laser printing of logo		
200	Pen with laser printing of logo		
200	Cap with embroidery of logo		
200	Bucket hat with embroidery of logo		
		<b>SUBTOTAL</b>	
		<b>VAT</b>	
		<b>TOTAL</b>	

## 6. DURATION

6.1 The Service Provider will be required to produce the required quantities on or before 31 December 2023.

## 7. DELIVERABLES

7.1 The following deliverables are expected from the Service Provider:

### 7.1.1 For SMYN

200	T-shirt with screen printing of logo
200	Golf shirts with screen printing of logo
200	Hoodie with screen printing of logo
200	Backpack with embroidery of logo
200	Notepad with laser printing of logo

200	Pen with laser printing of logo
200	Cap with embroidery of logo
200	Bucket hat with embroidery of logo

**7.1.2 For AC2**

200	T-shirt with screen printing of logo
200	Golf shirts with screen printing of logo
200	Hoodie with screen printing of logo
200	Backpack with embroidery of logo
200	Notepad with laser printing of logo
200	Pen with laser printing of logo
200	Cap with embroidery of logo
200	Bucket hat with embroidery of logo

**8. PAYMENTS**

8.1 Payment for the Service Provider will be made as per the agreed terms and milestones in terms of the Service Level Agreement that will be entered into with Show Me Your Number and separately with Access Chapter 2.

**9. QUALIFICATIONS**

- 9.1 The Service Provider should possess the following experience:
  - 9.1.1 Proven experience in sourcing and supply of merchandise
  - 9.1.2 Proven experience in graphic design
  - 9.1.3 Experience in printing in various formats

**10. APPLICATION PROCESS**

10.1 Interested service provider(s) should submit their proposals using the template provided by the deadline for submission of 20 November 2023.

**11. EVALUATION AND SELECTION**

11.1 Proposals will be evaluated based price. The lowest bidder in terms of cost will be the successful bidder.

**12. NOTES**

12.1 This Terms of Reference is intended as a guideline. The final Terms of Reference may vary based on the specific requirements of both or either Show Me Your Number HIV Prevention Project NPC and Access Chapter 2.